



Natural Resources Conservation Service
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70 Years
"A Partner in Conservation Since 1935"

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Transmitted via email

October 11, 2005

MINNESOTA BULLETIN NO. 120-6-3

SUBJECT: ADS – MAIL

Purpose. To provide information regarding mail policy.

Expiration Date. September 30, 2007.

The following provides information on how the mail is handled from the state office:

1. All mail is date stamped upon receipt in the mailroom.
2. All mail is opened and distributed to the applicable staff unless the envelope is marked to someone's attention.
3. Mail is held for bulk mailing to area offices on **Tuesdays** and **Thursdays**; normally shipped to areas by UPS. Time sensitive items will be mailed the same day as requested. Bulk and/or supply items which are not time sensitive will be grouped in a holding area for future transport by an NRCS employee in a government vehicle.
4. Employees are hereby requested to check with the mail room and transport those items on hold to the appropriate area office. This includes state office employees as well as visitors from the area offices.
5. UPS will be utilized in place of first class USPS when mailing packages over 1 pound.

Your cooperation and assistance is greatly appreciated.

WILLIAM HUNT
State Conservationist

DIST: AO